

PRINCIPLES, STRUCTURE, AND FUNCTIONS OF A "NATIONAL" COMMUNIST PARTY (Part 2)

CADRE DEVELOPMENT:

Selection and duties of Party functionaries:

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## I. Introduction

A. The principal organizational unit of the Party is the Primary Party Organization (industrial) (factory, also known as plant, section, unit, shop, or industrial cell). The reason for this is that the Party finds its support mainly in the proletariat, especially among industrial workers.

These workers are the most progressive section of the population. They are most receptive to the ideas of Marxism-Leninism.

On account of their sense for organization and discipline, their place in society and their fighting experience, they are the main support of the party.

The problems of workers' participation, factory management, nationalization, etc., both in a general sense and with reference to their own factory, shall be discussed within the industrial cells.

The industrial cell are sub-divisions of the political Party. Thus they have a specific task and should not enter the field of the labor movement. The activities of the Party must be kept separate from the labor movement within a plant. The Party does not interfere with the internal affairs of the labor organizations. Naturally the Communists have their opinion about the activities of the labor organizations and the manner in which the labor movement carries out these functions. They fight in the political arena for the unity of the working class and the toiling masses; it is clear, therefore, that the Communists are also the champions of unity within the labor movement. But they conduct this fight as members of the labor movement, by making known their insight to their fellow members and by seeking to win them over to their viewpoint. They shall not be guilty of establishing factions or of organizing Communist groups within the labor movement.

B. Further there are Primary Party Organizations in residential districts (residential cells) as a form of organizational units which comprise all the members who cannot be placed in the above mentioned industrial cells. These cells take in those Party members who are active in small industries or offices, the self-employed, housewives, etc. Theirs is the task of organizing and carrying out political actions in the residential districts, leading the working masses in the fight for peace, welfare, and socialism.

## II.

The members make up the Party. They are part of the toiling masses with whom they must therefore be closely united. Every member must be used actively by assigning him to a task to which he is fit. All functions must be assigned and the Party organization must therefore be as simple as possible.

A. A Party District is divided into cells (industrial cells and cells in residential districts).

For the administration of such a cell, the members elect a cell committee, consisting of the following individuals:

- Political Secretary
- Organizational Secretary
- Treasurer
- Propaganda-Leader
- Assistant Propaganda-Leader
- Training Functionary
- Youth Functionary
- Functionary for Economic Matters
- etc.

The cell committee keeps in touch with the members, first by collection of dues, by membership meetings, training courses, reading matter, etc.

#### B. Industrial Cell

In general, it may be said that the organizational form of the industrial cell differs greatly from that of a residential cell.

It is, moreover, impossible and, would even be incorrect, to set up an organizational chart which would imply to all existing and possible future industrial cells.

In determining the organizational set-up of a certain factory group, the characteristics of the group in question are of great importance. It would be impossible, for instance, to carry out the same system for a transportation group as for factory groups or government workers.

It is helpful, therefore, to find out which organizational form is the most effective for each group. In determining the form, one seeks to establish the closest affiliation possible of the Party members involved.

Coordination with the District committee is particularly essential in this case.

#### C. The Residential Cell

Let us discuss here a typical example of the organization of a residential cell, consisting of 500 members. We assume that these live at 400 different addresses, since several members of the same family may be members of the Party.

We divide this cell into four blocs (columns) including also the streets where none or only a few Party comrades live. Each column is divided into ten precincts and each ward consists of ten addresses of Party members. The blocs usually carry a letter designation, allowing also the wards to be identified (for example column letter A, precinct III; or precinct A-III). It must be emphasized at this point that the number of ten addresses to a precinct shall not be exceeded. This has the advantage that the member, who has to call on these addresses for contributions and the like, may do so conveniently. He will also have an opportunity to discuss all matters concerning the Party with the members. This member called leader (captain) has an important function. He or she is the link between the members and the cell committee.

It is the duty of the cell committee to assist these leaders in every way possible. Through training, the political level of these members must be developed as much as possible.

It must become a habit to discuss and debate all current political and organizational actions at the weekly report meetings in order to supply the leader with factual material. This will enable him to obtain from the members the support which the Party must have in the struggle.

#### D. Precinct organization

Precincts must be organized in such a manner that all precincts are included in a bloc, and all blocs in a cell. This makes it possible to carry out all activities within a precinct through the members of this precinct such as distribution of manifestoes, canvassing for petitions, recruiting of new members, peddling of books, and the like.

Ten of these precincts form a bloc. The bloc committee consists of three members, namely:

1. Bloc-Leader
2. Propaganda-Leader
3. Sub-Treasurer

It is the duty of the bloc leader to discuss all organizational questions and carry out all plans in cooperation with the organizational secretary of the cell. The most important of these plans is to approach the members with a view to drawing them into the work.

Members must be let to perform small but necessary functions in the beginning of their activities, in order not to discourage them. They may be used in many ways, for example as leaders, in handling the distribution of manifestoes and the sale of Party papers, etc. from door to door and in the streets.

Propaganda-Leader. He gathers as many people as possible around him. (also see: the duties of bloc propaganda-leader).

Sub-Treasurer. (See: functions of bloc treasurer)

Special functionaries may be appointed for any bloc activity. Thus one comrade will be held responsible for the sale of books, another for the sale of pamphlets, a third for the party paper. In every large operation, the above mentioned bloc committee appoints a number of its best workers to carry out the functions.

#### IV. COMPOSITION, WORKING METHODS AND ELECTION OF THE CELL COMMITTEE

In forming the cell committee, it is of utmost importance to take into consideration the social background of the individual members. No committee should be elected, for example, which consists only of middle-class people, or of individuals without an occupation. The committee must be able to provide guidance in the struggle of the working class. Therefore it should consist of members who are connected in many ways with the social strata, either through their occupation or otherwise.

General requirements, which all committee members must meet, are political reliability, activity, and political insight. The most important thing is to concentrate on the job which they perform for the Party at the moment.

It is also desirable to take into consideration the aptitudes of the committee members and to assign the functions accordingly.

There should always be an odd number of members on the committee for voting purposes.

The cell committee shall meet once a week to discuss the activities of the section.

The Cell Bureau (executive committee) is made up of: the political secretary, the organizational secretary, and the propaganda-leader. These members actually contact each other daily.

#### V. Election of the Cell Committee.

At the membership meeting, which is to be held semi-annually, candidates are nominated for the cell committee. A nominating committee, elected at the membership meeting for this purpose, discusses these candidates one by one in the presence of the membership. A brief statement is presented about each one, concerning his activities, his merits for and qualifications in the Party. Each member has the right to raise complaints about the nominees and to ask for other names.

After discussing the candidates, a secret written ballot is cast. For this purpose, special ballots with the candidates' names are provided. Names of candidates whom one does not wish to elect are crossed out, whereupon the ballot is folded and cast.

A special committee, elected by the membership for this purpose, shall count the votes and inform the meeting of the results.

The cell committee is elected not with regard to individual functions. The functions are assigned within the committee at its first meeting following the election. This is much more feasible, since it is thus possible to allow for the fullest use of each individual's abilities. If necessary, the committee can also interchange functions temporarily. Interim changes within the committee are submitted to the members at the following membership meeting.

#### VI. DUTIES OF CELL COMMITTEE MEMBERS (FUNCTIONARIES)

##### A. The Political Secretary:

The role and task which the Party has to fulfill is entirely different from that of any other organization. This, obviously, explains its organizational forms. The Party not only has the task of protecting the daily interests of the working masses, but also guiding the struggle toward a Socialist society, as a transition to the Communist society.

It follows that the Party shall not only be able to carry out the daily functions, however important these may be, but that it shall also awaken its members to become fighters for our Communist ideal. On the shoulders of our functionaries rests the heavy and responsible task of developing each Party member into a Communist fighter who is capable of giving guidance in the struggle for present as well as future interests of the land and people.

With this task in view, the great significance of schooling for political struggle, -- for an understanding of the cause and effect of the struggle, -- becomes clear, as does the importance of scientific Communist knowledge in the fight for a change in social conditions.

The most important position to be filled in the Party is the post of political secretary. The member who is thus elected on a cell, District or regional committee, has the honorable task of directing the Party's political activities. This he does not perform alone, of course, but in close cooperation with other committee members and committees, with congresses, conferences and Party meetings, and under the supervision of the Party. If he fulfills his functions properly, he shall emerge as the motivating force of the political activities of the Party echelon to which he is responsible.

How shall this task be handled?

The political secretary, in order to perform his duties properly, shall have a clear concept of:

1. the ultimate goal of Party's struggle;
2. the phases on the road towards this goal;
3. the alliances which have to be formed in this struggle and of which the Party must seize control.

Plainly then, the first requirement for the political secretary is that he train himself continuously, keeping abreast of the developments of events and testing his views of these events against the activities of the Party unit for which he is responsible.

Beginning with the functions of his own committee, the political secretary shall through his guidance support the other members in their functions. Much weight shall be placed on his judgment. He must be sure, therefore, that his judgment is not only carefully considered, but that it is supported by a full knowledge of all facts about which the opinion is given. Obviously, the political secretary can keep abreast only if he continuously enlarges his own knowledge of the political and social problems. A political secretary's principal tasks are: 1) to keep himself informed about the literature published regarding our aims; 2) to know about the issues connected with current events, which have to be commented upon; 3) to study outside criticisms of Party principles and refute such criticisms on the basis of science and practical work.

The above shows that a member must be chosen for the post of political secretary who has proved to possess the necessary qualifications through his activities in the development of the Party. He must have given proof of clear political understanding; he shall be eager in his Party work and possess the art of leadership.

Having been elected, he must demonstrate his qualifications in the practical execution of his functions, not only by keeping abreast theoretically and practically himself, but also by letting the other committee members benefit of his knowledge. The tremendous speed of the development of our world, the country, and the Party requires of the political secretary to find time for the careful study of all issues, in order to impart his scientific knowledge to his committee and the Party. He must prove his qualifications on the committee by directing the activities and discussions concerning these activities; in the cell he must prove himself in his appearance at cell meetings by imparting to the Party comrades a clear understanding of the problems confronting the Party and of the activities which the Party must carry out to this end.

In addition to all this comes the personality of the political secretary. His leadership in the committee and the section shall not only command the respect of the comrades but shall beyond this encourage them to strive for similar wisdom and energy. One of these elevating tasks is to show the Party members that they have the inherent capacity of becoming important individuals in the development of the people towards Socialism. Here again, simplicity is no doubt the best taskmaster.

The popularity of functionaries both inside and outside of the Party should be based on the fact that they emerge as the important figures in the Socialist struggle, both through their knowledge and their activities. This will be possible only if the functionaries succeed in establishing close contacts with the members and non-members of the Party and if their qualifications enable them to present themselves as their leaders. In this connection it is well to watch for faults and weaknesses which are uncovered and to heed the criticisms of outsiders regarding Party activities.

Only if the members as functionaries take a critical and self-critical attitude with regard to the mistakes in our work shall we be able to comply with our tasks in the proper manner.

B. The Organizational Secretary:

As the political secretary is the most important political man of a section, the organizational secretary is the principle officer responsible for organizational matters. Everything concerning the Party goes through his hands to the various committee members.

The first requirement which he has to demand of himself and others is conscientiousness.

1. In addition to organizing responsibilities his is mainly a control functions. He is responsible that the work is carried out and has to intervene if it does not proceed smoothly.

These organizing and control functions shall be carried out in a practical manner, not as chief or commander, but above all as a comrade and helper.

2. Inasmuch as the organizational secretary takes care of the correspondence, he is informed about everything that goes on in the Party. He presents the contents of the correspondence to the committee meetings as an agenda item. Since he is best informed about any completed and pending assignments of the various committee members, he is usually able to make direct and constructive suggestions.

3. Keeping of Membership Records: This is done in close cooperation with the cell treasurer, in order to assure that the records conform at all times with the actual number of members. All changes must be reported to the District as promptly as possible, mentioning the name, address, and number of the member involved.

4. Organizing Membership and Workers' Meetings: This should be done very carefully. The invitations should be well done and mailed early enough. The workers charged with distributing them should add an oral invitation in order to stimulate attendance at the planned affair.

At regular intervals, meetings shall be held for the co-workers. In addition to political and organizational matters, provisions should be made for relaxation etc., in order to cultivate a good Party spirit and comradeship. (These meetings are not to be confused with public meetings).

5. Keeping Minutes: Although the minutes may be recorded by one of the other committee members, they remain in the custody of the organizational secretary.

The minutes are to be kept as brief as possible, recording only notions made and resolutions passed.

6. Organizational Matters: The organizational secretary works in close cooperation with the bloc leaders; together they make sure that there is a sufficient number of active workers and that the political level of these workers is raised as much as possible. This is accomplished primarily through training, further by thoroughly discussing with these workers all operations, in order to let them know what to do when calling on the members.

Great care should be given to the execution of the above mentioned tasks in order to succeed in establishing and controlling a solid organization with a large number of active members, whereby the work rests no longer on the shoulders of a few comrades. This will make time free for other purposes.

All correspondence regarding financial matters is to be handled by the cell treasurer, not by the organizational secretary.

C. The Cell Treasurer:

The office of treasurer in the Party is not merely an administrative function, but it has also political significance. If Party funds (dues etc.) do not come in regularly or completely, due to an imperfect

organizational system or administration, this will have its effects on the fighting spirit and readiness of the Party. Without money, the Party is unable to direct the struggle of the working class and to carry out operations.

One of the prerequisites for the smooth operation of the system of dues, etc., is an uncomplicated administration. For this purpose, a system has been worked out in detail, which will be discussed under the heading Finances and Administration.

D. Cell Propaganda-Leader:

The propaganda-leader is responsible for the propaganda aspect in certain campaigns, for the sale of literature, and for the drive directed towards the strengthening of the Party and press.

He shall not only be well trained politically, but have the capacity of taking and developing initiative. At all times, he should be alert to adjust the Party propaganda, newspaper, and literature to the particular conditions and mentality in his neighborhood.

He must be the propelling force in this work, continuously giving new perspectives and guidance to the propaganda-leaders in the bloc. For this purpose he maintains regular contacts with these leaders.

His functions may be classified in the following manner:

1. Organizing propaganda campaigns and carrying out plans worked out by the District and other Party echelons.

2. Systematically stimulating the recruitment of members and organizing membership drives.

3. Organizing public meetings and rallies of a political, cultural, or entertaining nature.

4. Organizing the operations, propaganda for, and sale of Party literature.

5. To carry out this work, he enlists the assistance of responsible members for:

a. The Party Newspaper. His task is to carry out in particular the work for the paper: propaganda, persuasion of lapsing subscribers, solicitation of new subscriptions.

The agent for the paper may handle this function himself. Where this is not the case, members must cooperate closely with the agent.

Once every two weeks, he calls all the workers for the Paper to a meeting for the exchange of experience and discussion of new plans.

b. Magazines. Organizing solicitation of subscriptions, weekly sales, keeping subscriber records.

c. Pamphlets. Organizing the sale and making the pamphlets popular. Sale of tickets for meetings.

d. Books. Organizing the sale and making the books popular.

The sale of magazines, books, and pamphlets may be accomplished by the whole bloc on one evening. After the work has been completed, it is advisable that the workers assemble to exchange their experience and possibly to relax by dancing, etc.

E. The Bloc Propaganda-Leader.

In order to carry out his functions, the cell propaganda-leader has at his disposal the propaganda-leader in the cell. The bloc propaganda-leaders are responsible for:

1. Carrying out the propaganda campaigns in the precincts assigned to their respective blocs.
2. Organizing operations on behalf of Daily Paper, Magazines, Pamphlets, Books.
3. Enlisting the assistance of functionaries for the Daily Paper.

This functionary organizes a group of workers who devote themselves in particular to the work for our newspaper. This includes systematic persuasion of subscribers discontinuing their subscriptions, as well as solicitation of news subscriptions on a fixed evening once a week. Each worker must have a definite task. If there are, for example, ten precincts for the Daily Paper distribution in a bloc, each worker will be assigned to one precinct and he will call on the people who intend to terminate subscriptions. From time to time this member calls on the subscribers to inquire whether they have any complaints about the delivery of the paper. Complaints are reported to the agent of the newspaper.

Daily newspaper. Organizes the solicitation of subscriptions and weekly sales-routes.

Magazines. Same as above.

Pamphlets. Same as above, also sale of tickets for meetings.

Books. This functionary handles personally the distribution of books among members and sympathizers.

F. The Assistant Propaganda-Leader

The Assistant propaganda-leader is the right arm of the propaganda-leader, who assigns part of his functions to him.

Further, his functions include the formation of a technical brigade for which he is responsible. The brigade shall fix up the meeting places, possibly also the section hall, decorate them attractively and keep them clean.

These rooms shall look well-cared-for. The brigade is also responsible for preparing the halls for meetings and the like; if need be also for preparing propaganda material for certain operations or campaigns.

G. Training Leader

In the campaign for the consolidation of Party organization, the most important factor is training. The Party work, Party loyalty, Party discipline, and political understanding must be stimulated through political education of Party members. An effort must be made to include all members in the training program.

It is advisable to organize the training in the following manner:

1. On Thursday night, training is given to the whole cell. All members and functionaries must take part and the other Party activities shall be suspended (except in the case of special events).
2. Training is given in discussion groups of 10 to 15 individuals, organized on the basis of contribution precincts or city blocks. Meetings take place at the home of one of the participants.
3. One of the participants who is best qualified to do so shall read a passage from the book to be discussed, then follows the debate.
4. Each group elects a discussion leader from among its number. He shall be a member who, first, is politically most advanced and, second, has the time and opportunity to ascertain that all Party members in his group are included in the training.

- a. The training leader is at all times responsible for the guidance of these groups and he helps to appoint the discussion leaders.
  - b. The training leader shall make checks in the various groups, in order to help when problems arise. In this connection, the other cell committee members shall also be consulted as much as possible
5. Once a week (on Wednesday evenings), all discussion leaders of one or several cells meet. These meetings are organized by the training leader of the cell. At these meetings, a District instructor presents an exposition of the topic which is to be discussed by the groups on the following night. Questions which have arisen in the groups may also be discussed here.
6. Mass training for sympathizers and interested individuals should be organized once a month on the cell level. Topics and speakers are determined in conjunction with the District committee.
7. Each week, a written report is submitted to the District committee, covering the following points:
- a. Number of speaker-trainees (by name) attending the Wednesday evening courses, and topics discussed. Report prepared by The leader of the Wednesday evening course.
  - b. Number of participants (by name) attending the Thursday evening courses and topics discussed. Report prepared by Thursday evening course leader, submitted through the section training leader.
8. Training in the Industrial Cells
- a. Training to be carried out according to residential units; if necessary, divided into several groups of 10 to 15 individuals each.
  - b. Discussion leaders to be designated for each group.
  - c. Discussion leaders meet on Wednesday evenings under the direction of the training leader of the industrial cell and the District instructors.
  - d. Checks are made in the same manner as in the cells.

H. The Youth Functionary.

From the youth of today will come the future members and cadres of the Party. The functionary charged with youth activities has a responsible task. He can contribute much to keep youth from falling into the hands of reactionaries and to steer them in Party direction. With this concept in mind, he will be able to carry out his functions with doubled conviction.

4. The cell treasurer assigns this task to the bloc sub-treasurer who organizes a writing team for this purpose. As mentioned above, the contribution lists are now made out in duplicate, based on the file cards of the bloc in question:

- a. cell number
- b. bloc letter designation
- c. Name of dues collector
- d. Precinct number
- e. Month covered by the contribution list

5. The dues collector receives the necessary number of stamps, for which a stamp receipt is made out in duplicate. The amount received is entered in the proper weekly column upon collection of the dues.

At the end of every week, the dues collector settles his accounts. The bloc treasurer checks the money received and gives the dues collector a receipt for the sum which he turned in.

At the end of the month, the bloc treasurer receives the list; any outstanding dues are entered in the new contribution list in the column "old debts". The list is then given to the cell treasurer who forwards the original to the District treasurer and keeps the copy for himself.

These lists serve both treasurers as a general and individual survey of the membership.

The cell treasurer, in conjunction with the bloc treasurer, designates an accounting night, at which all dues collectors appear to settle accounts.

During this evening, every dues collector settles accounts with his own bloc treasurer. The cell treasurer provides the bloc treasurer with a stamp booklet and a receipt book. On these booklets, the letter designation of each bloc is mentioned.

Example: There are five blocs in a cell, identified by letters A,B,C,D,E. The treasurer of bloc A will thus have a stamp booklet and receipt book with the letter A.

If a dues collector settles his account with the bloc treasurer A, the treasurer prepares a receipt in duplicate on which he gives the following information:

- a. Name of dues collector
- b. Amount of dues received
- c. Date.

6. At the same time, the bloc treasurer writes out a stamp certificate in duplicate for the number of stamps which the dues collector will need during the following week (a small surplus may be issued for possible voluntary contributions). He sends the dues collector with the original to the cell treasurer who will hand the stamps to the dues collector upon receipt of the stamp certificate.

(The cell treasurer may, of course, assign another member to issue the stamps, in order to have control functions during the evening).

This system will leave the stamp supply in one hand.

After all dues collectors have settled their accounts, the cell treasurer has the bloc treasurers prepare the following lists:

- a. Stamp record sheet
- b. Contribution balance sheet

7. The stamp record sheet is prepared on the basis of the stamp booklets, and the bloc treasurer enters the following information:

- a. Cell and bloc designation
- b. Date
- c. Number of stamp issue form
- d. Name of dues collector
- e. Precinct number
- f. Number of stamps, broken down into the various values.

After this, the amount of stamps issued is added up.

8. The contribution balance sheet is compiled on the basis of the receipt book. The bloc treasurer enters the following information:

- a. Cell and bloc designation
- b. Date
- c. Name of dues collector and receipt number
- d. Amount received.

After this, the money received is added up.

9. Upon completion of these tasks, the cell treasurer collects from each bloc treasurer:

- a. Stamp booklet
- b. Receipt book
- c. Completed stamp record sheet
- d. Completed contribution balance sheet.

Simultaneously with the balance sheet, he also receives the money. He makes out a receipt in duplicate on which he gives:

- a. Name of bloc treasurer
- b. Letter designation of bloc
- c. Amount turned in
- d. Week covered by the balance sheet.

10. On the stamp record sheet, which the cell treasurer must handle personally, he enters:

- a. Cell number
- b. Amount of stamps received from the District (Based on the supply form issued by the District).
- c. Subtracting the stamp reports received from the bloc treasurers from his own stamp supply, he enters:
  - (1) Date
  - (2) Bloc letter designation
  - (3) Stamps, listed according to their various values.

11. On the contribution balance sheet, which the cell treasurer handles personally, he records:

- a. Cell number
- b. Balance sheets received from his bloc treasurers, giving the following information:
  - (1) Date
  - (2) Bloc letter designation
  - (3) Amount received

These sums are added up and, the total indicates the amount of dues received during any given week.

12. The percentage for the cell is determined and the figures entered in the space provided for this purpose. By subtracting this amount from the total sum, the treasurer knows what he owes to the District. When settling the accounts, which must be done once a week, he is given a receipt from the District which he records on his contribution balance sheet.

13. Every time the District ships literature to the cell propaganda-leader, the section treasurer receives an invoice.

The statements on the invoice are recorded by the cell treasurer as follows:

- a. Cell number
- b. Date
- c. Invoice number
- d. Text
- e. Number of pieces
- f. Sales price
- g. Commission
- h. Amount to be forwarded.

14. When the cell propaganda-leader comes to the treasurer to settle his accounts, the treasurer prepares a receipt in duplicate as follows:

- a. Name of cell propaganda leader
- b. Amount
- c. Name and copies of pamphlets involved.

15. The cell treasurer then records the data of this receipt as follows:

- a. Date
- b. Receipt number
- c. Number of copies
- d. Sales price
- e. Commission
- f. Sum to be forwarded

The money received for propaganda material is forwarded by the cell treasurer to the District treasurer every week (the cell treasury collects weekly from the cell propaganda-leader).

16. The District records this information on the receipt, which is prepared in duplicate. The original goes to the cell treasurer who in turn enters the information from the receipt as follows:

- a. Date
- b. Receipt number
- c. Amount

17. Ledger

The cell treasurer records the following information in the ledger:

a. Amount of dues received (to be found on the duplicate receipts made out to the bloc treasurers by the cell treasurer) and other data:

- (1) Date
- (2) Amount, in the space "received"
- (3) Receipt number
- (4) The work "dues" in the space "text"

b. Amount or amounts received from the cell propaganda-leader (to be found on the receipt made out to the cell propaganda-leader) and the following data:

- (1) Date
- (2) Amount, in the space "received"
- (3) Receipt number

c. Same as b. for Daily Newspaper

d. Furthermore all funds received, for example:

- (1) Ticket sales at meetings
- (2) Collections
- (3) Registration fees
- (4) Sales of Party badges
- (5) Miscellaneous sales, etc. etc.

For any amount received, the cell treasurer shall make out a receipt in duplicate, with complete information recorded.

He also records all expenditures (costs, remittances to District) etc.

FOR EVERY EXPENDITURE THERE MUST BE A PROPER AND, IF NECESSARY, STAMPED RECEIPT.

The cell treasurer balances his ledger every week and forwards the red copy of the ledger statement, or statements, (prepared in duplicate) to the District treasurer.

#### 18. Monthly Statement.

Every month, the cell treasurer prepares a monthly statement on "receipts" which contain the following:

- a. Cash on hand on the first of the month
- b. Dues (total amount)
- c. Other contributions
- d. Daily Newspaper sales
- e. Same as 4 for Magazines
- f. Miscellaneous sales
- g. Other receipts

The following is recorded under "expenditures"

- a. Postal stamps, telegrams, telephone fees, office supplies
- b. Printing costs, paper, freight
- c. Dues forwarded
- d. Daily Newspaper remittance
- e. Same as for 4 applies to magazines
- f. Miscellaneous remittances
- g. Other expenditures

#### B. Membership Applications

1. The organizational secretary of the cell keeps the following forms:

- a. Application forms for membership
- b. Record calls
- c. Change of address form

2. He supplies application forms to those engaged in recruiting prospective members and makes sure that the completed forms are returned to him, together with the required registration fee. He instructs the workers in question to indicate the contribution classification of the new member on the application form.

Note: The first contact with the Party and, vice versa, of the Party with the prospective member, is of great importance. The first impression usually is the best. In order to form an impression, conversation is helpful. The prospective Party member doubtlessly has many questions concerning the Party. His caller in turn does well to take a keen interest in this newly won applicant. This will give him an idea of the qualifications and political attitude of this Party applicant. The caller submits a brief written report about his impressions to the secretary.

3. The organizational secretary checks whether the forms were completed properly. Based on the prospective member's occupation, he decides whether he shall be assigned to residential cell or rather to one of the industrial cells (administration, metal, railroad, construction, transport).

Having checked the forms, he forwards them to the cell treasurer who gives him a receipt for the enclosed enrollment fee. The cell treasurer takes down the names of the prospective members who belong to the cell and prepares two permanent file cards. One copy goes to the District, together with the application form, the other file card is sent to the bloc treasurer in charge of the prospective member. This permits prompt collection of dues from the newcomer.

4. Based on the forwarded application form, the District prepares a certificate and two record cards. A number is assigned to the member and the certificate, together with one of the record cards, is sent to the organizational secretary of the cell. He in turn directs the certificate to the prospective member by way of the proper bloc. The bloc treasurer enters the prospective member's number on the file card which he already has.

5. The organizational secretary also maintains change of address forms on which he records the following information in cases of a change of address or the withdrawal of a member:

- a. Member's name
- b. Member's and cell number
- c. Old address
- d. New address
- e. In case of withdrawals the reasons why
- f. Name of the worker who called on the member in connection with the withdrawal

The change of address form is prepared in triplicate, namely one copy for the District, one copy for the cell treasurer, and one copy for himself (the organizational secretary).

If a change of address causes a member to be transferred to another cell, it is the responsibility of the organizational secretary of his cell to forward the record card, the certificate, and the file card to the District. This is also done in case of withdrawals.

6. He also makes a note of the eliminated numbers. This will enable him to determine the number of members in his cell by subtracting the sum of eliminated numbers from the highest membership number.

C. Cell and Bloc Propaganda Leaders.

1. The cell propaganda-leader keeps the following forms:
  - a. Supply record
  - b. Literature record
2. The bloc propaganda-leader keeps the literature record

Note: When the District sends literature to the cell, an invoice is made out in triplicate: one copy for the cell treasurer, one copy for the cell propaganda-leader and one copy for the District.

The literature shipment, together with the invoice, goes directly from the District to the cell propaganda-leader; the cell treasurer receives merely a copy of the invoice.

3. The propaganda-leader enters the following information on the supply record:
  - a. Title of pamphlet
  - b. Number of copies received
  - c. Invoice number
  - d. Sales price

4. Printed material record

The cell propaganda-leader proceeds to send out to bloc propaganda-leaders the pamphlets which he received. He uses for this purpose a special form which is to be prepared in duplicate. One copy goes to the bloc shop Propaganda-leader. The following information has to appear on it:

- a. Letter designation of the bloc or shop
- b. Pamphlet title
- c. Date handed out
- d. Number of copies handed out to the bloc (shop) propaganda-leader
- e. Amount for which the bloc (shop) propaganda-leader will have to account.

5. Having done so, the cell propaganda-leader enters the following information from Printed material record in his supply record;

- a. Date handed out
- b. Number of copies handed out
- c. Letter designation of bloc or shop

6. When the bloc (shop) propaganda-leader reports to the cell propaganda-leader to settle account, the latter makes out a receipt in duplicate. One copy goes to the bloc (shop) propaganda-leader; his own copy remains in the receipt book. The following information is put on this receipt;

- a. Name of the bloc (shop) propaganda-leader, and letter designation of the bloc or shop
- b. Amount
- c. Pamphlet title and number of copies covered by the receipt.

7. Having done this, he records the data given in the receipt in his printed material record similarly as the bloc (shop) propaganda-leader did:

- a. Receipt number
- b. Number of copies paid for
- c. Amount

He then subtracts the number of copies and the amount paid from the previous figures. This will enable the cell propaganda-leader to determine the exact amount which he has to claim from the bloc (shop) propaganda-leader, who in turn knows what he owes to the cell propaganda-leader.

8. The receipts will enable the cell propaganda-leader to determine how much he has received from his bloc (shop) propaganda-leaders in the course of one week. He must forward this amount every week to the cell treasurer, supplying the following information:

- a. Number of copies
- b. Title of pamphlet
- c. Amount

9. With these data, the cell treasurer prepares a receipt in duplicate. The original goes to the cell propaganda-leader.

10. When a bloc (shop) propaganda-leader reports to pick up a new supply of pamphlets of which he had copies previously, both record the data for the new supply on the record card which is already in their files, adding these figures to the previous card.

The cell propaganda-leader records these data also in his supply record, subtracting them from his existing stock.

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11. The bloc (shop) propaganda-leader hands out the literature in his possession by using a coupon booklet. When a worker reports to pick up literature, the propaganda-leader makes out a coupon in duplicate. Based on the coupons, he will be able to determine at all times what he has handed out to the workers.

When the worker reports to settle his accounts, he has to turn in the coupon on which the literature is recorded.

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